CHAPTER 11

PROOFS OF CLAIM

<div style="border: 1px solid black; text-align: center;">

Proofs of Claim

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Filing a Proof of Claim involves entering the claim data. In CM/ECF, all filed claims must be associated with a creditor record for the case in which the claim is being filed.

STEP 1   Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

STEP 2   The **Bankruptcy Events** screen displays.
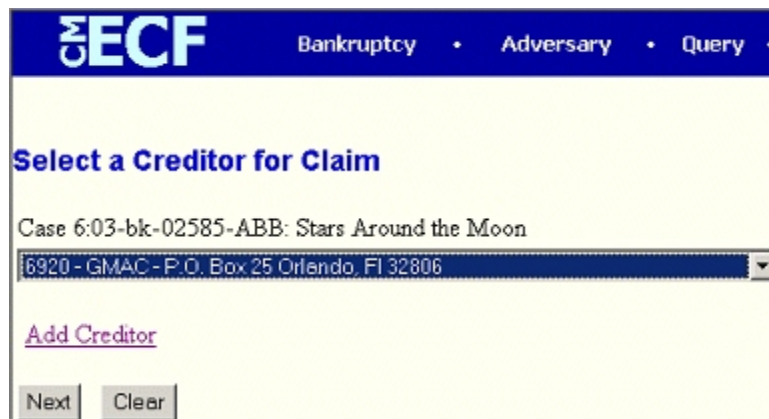
◆   Click the File Claims hypertext link.

STEP 3   The **Search for Creditor** screen displays. **(See Figure 1)**

Figure 1

◆   Enter the complete case number (office code-yy-bk-nnnnn).

◆   Leave the **Name of creditor** field blank to receive a list of all creditors in the case.

◆   The **Type of Creditor** box should remain at its default of "creditor".

◆   Click **[Next]** to continue.

STEP 4   The **Select a Creditor for Claim** screen displays. **(See Figure 2)**

Figure 2

◆   Verify the case name and case number displayed.

         ◆   If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

         ◆   If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

◆   Click the down arrow ▼ to reveal the list of creditors.

         ◆   If the creditor's name and address are **<u>correct</u>**, click the creditor to highlight and click **[Next]** to continue and proceed to **Step 8**.

         ◆   If the creditor's name and address are **<u>incorrect</u>** or the creditor does not appear, click outside the box and then click the <u>Add Creditor</u> hypertext link and proceed to **Step 5**.

STEP 5   The **Creditor Processing** screen displays.

◆   Verify the case number.

◆   Click **[Next]** to continue

STEP 6   The **Add Creditor(s)** screen displays. **(See Figure 3)**

Figure 3

- ◆   Enter the creditor's name and address utilizing the **Name**, **Address 1**, **Address 2**, **Address 3** and **Address 4** fields. **Do not** utilize the **Address 5** field.

- ◆   The **Type** field defaults to "**Creditor**". No action is necessary.

- ◆   The **Creditor committee** field defaults to "**No**". No action is necessary.

- ◆   If there are additional creditors to enter, leave the radio button set to "**Continue To Enter**" and continue entering creditors. If there are no additional creditors to enter or creditor entry is complete, click the radio button next to "**Last Entry**" and **[Next]** to continue.

  Note: If there are no additional creditors and "**Continue to Enter**" is clicked instead of "**Last Entry**" you must click the browser **[Back]** button to change the option. Clicking "**Last Entry**" on a blank input screen will result in an error message. If the error message is displayed, click **[OK]** and then the browser **[Back]** button to change the option.

- ◆   The "**Total Creditors Entered**" will display.

- ◆   Click **[Submit]** to continue.

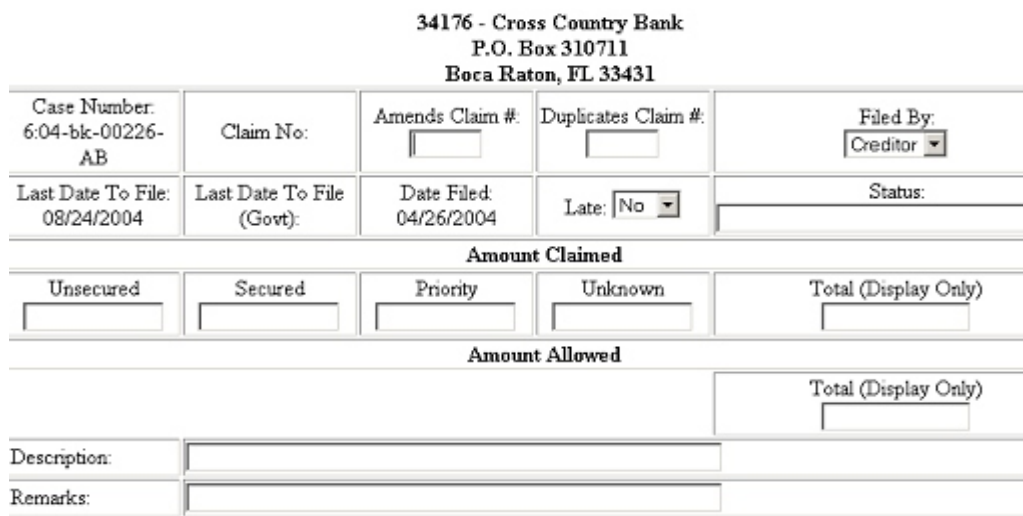**STEP 7**   The **Creditors Receipt** screen displays. **(See Figure 4)**

Figure 4

◆   Click the <u>File A Proof Of Claim</u> hypertext link. This will bring you back to **Step 3**.

STEP 8   The **Proof of Claim Information** screen displays. **(See Figure 5)**

Figure 5

◆   Verify creditor name and case number.

◆ Enter the data in the appropriate fields. Do not enter the "$" or commas in the dollar amount fields.

◆ Click the down arrow ▼to reveal the list of **Filer Types**. Click to highlight the appropriate filer; **Trustee**.

◆ The **Total Amount Claimed** fields total the values of Unsecured, Secured, Priority and Unknown. **Note**: The **Total** fields are marked *display only*. You are unable to enter information into these fields. The totals will automatically calculate based on the amounts entered.

◆ The **Description** and **Remarks** fields are available to add more detail to the proof of claim. Any information added to these fields will appear on the Claims Register. Both fields are 60 characters long.

◆ Verify information entered.

◆ Click **[Next]** to continue.

STEP 9   The **PDF Document Selection** screen displays.

◆ Click **[Browse]**, then navigate to the directory where the PDF file for this claim is located. View the image before selecting the document to be sure you have chosen the correct file; right click on the highlighted filename and click on **open**. View the image in Adobe Acrobat, then close Acrobat when you have finished. Once you have verified the correct document has been selected, double-click on the PDF file to select it and associate it with the claim.

◆ The **Attachments to Document** option defaults to **No.** If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)

◆ This is the **final** screen before submission.

◆ Click **[Next]** to continue and officially submit the proof of claim.

STEP 10   The **Notice of Electronic Claims Filing** displays.

◆   Clicking on the case number hypertext link on the **Notice of Electronic Claims Filing** will present the docket report for this case.

◆   Clicking on the document number hypertext link displays the PDF image of the claim itself.

◆   Scroll down to see participants who have and have not registered for electronic noticing on this case.

◆   To print a copy of this notice click the browser **[Print]** icon.

◆   To save a copy of this notice click **[File]** on the browser menu bar and select **Save Frame As**.

◆   You may also save the notice through the browser **File/Save** option.